

GUIDELINES FOR PREPARING CONSULTANT PROPOSALS FOR HIGHWAYS DIVISION PROJECTS

The Department of Transportation (HDOT), Highways Division, developed guidelines to standardize the preparation of proposals by consultants on a project. The purpose of these guidelines is to help assure consistency in format and content of proposals prepared by consultants and submitted to HDOT. This process should reduce the time requirements for the consultants in preparing a proposal and will simplify the review process by HDOT personnel.

In order for HDOT's consultant screening committee to evaluate each proposal properly, it is very important each submittal be clear, concise, and follows the recommended format. Please tab the various sections in the submittal for easy reference. A maximum total of 100 points is available for each proposal. Points for each section are as shown in the following table.

As part of the evaluation process, HDOT may conduct interviews with all firms showing interest in this project.

PROPOSAL FORMAT REQUIREMENTS

The proposal shall be limited in length as shown below:

Criteria	Points	No. of Pages
Introductory letter, number of years in business, reference and office locations		2
Experience and professional qualifications relevant to the project.	40	2
Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies.	35	2
Capacity to accomplish the work in the required time.	25	2
MAXIMUM TOTAL	100	8*
Appendix: Resumes of key personnel		1 pg/person Max.
Appendix: Company Brochure (optional)		

- * Number of pages per proposal may vary depending on the nature of the project or service contract, but must total no more than 8 pages, unless otherwise shown in the proposal, excluding appendices, table of contents, and tabs.

A page is considered to be letter size, printed on one side, single-spaced, with characters no smaller than 12 point (Times font, or similar, preferred). Any proposal exceeding the 8-page limit, unless otherwise stated in RFP, receives a 5-point penalty for each page over the limit.

After the award of the project, the HDOT project manager approves any change in key personnel before making the change.

PROPOSAL EVALUATION CRITERIA

The criteria presented below are used for evaluating the design consultants:

1. Experience and professional qualifications relevant to the project.

The project engineer must have experience in managing projects of similar nature and scope, and shall be a professional engineer licensed in the State of Hawaii unless stated differently in the RFP. The project engineer's resume must be included in the appendix.

The consultant should designate experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel, or sub consultants. The proposal should identify the project team composition, project leadership, reporting responsibilities, and address how sub consultants will fit into the management structure. Resumes of the key design team members, limited to one page per person, must be included in the appendix.

Note: This information includes experience and qualifications of the individuals and sub consultants, and a list of applicable past projects the consultant worked on. The selection is made on the team, and not just the prime consultant.

2. Past performance on design projects of similar scope for public agencies and private industry, including corrective actions and other responses to notices of deficiencies.

The consultant shall include a list of all similar projects that the consultant worked on and successfully completed and list the name and phone number of the agencies or private entities that managed those projects.

3. Capacity to accomplish the work in the required time.

The consultant must demonstrate that sufficient knowledgeable staff is available and that any sub consultant hired by the consultant is experienced and capable of performing the work. Multiple project assignments may be assigned within a short time span.

The consultant shall include a list of current HDOT projects, which includes the start and estimated consultant contract completion dates of the projects. The consultant shall also identify the key team members, including the project manager and any sub consultants.